

**TOWN OF ASHBURNHAM**  
**32 Main Street**  
**Ashburnham, MA 01430**

**Application for Plan Review and Mechanical Permit.**

**Date** \_\_\_\_\_ **Permit#** \_\_\_\_\_ **Job Cost \$** \_\_\_\_\_ **Permit Fee \$** \_\_\_\_\_

Fee calculator: Residential \$35.00 plus 1% labor & materials Commercial: \$50.00 plus 1% labor & materials (contract price)

Plans Attached: Yes ☐ No ☐

Review Needed: Yes ☐ No ☐

***INSPECTIONS NEEDED***

Preliminary Inspection ☐ Rough Inspection ☐ Final Inspection ☐ Air Balancing ☐

Business Name: \_\_\_\_\_ Job Location: \_\_\_\_\_

Business Lic. # \_\_\_\_\_ Owner phone # \_\_\_\_\_

Applicant Lic. #: \_\_\_\_\_ Type: \_\_\_\_\_ Owner name: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Owner address: \_\_\_\_\_

Applicant address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Assessor's Map \_\_\_\_\_ Lot \_\_\_\_\_

Applicants phone # \_\_\_\_\_ Is this owner occupied? Yes No Number of units \_\_\_\_  
(check one)

**Residential:** 1 or 2 family Multi-family Condo/Townhouse Other

**Commercial:** Office Retail Industrial Educational Institutional Other

**Square Footage:** up to 10,000 sq. ft. over 10,000 sq. ft. Number of stories \_\_\_\_\_

Photo I.D. required / Copy of Photo I.D. on file: Yes \_\_\_\_\_ No \_\_\_\_\_

\*(CSL-unrestricted \* CSL 1 & 2 Family \* CSL Solid Fuel only \* CSL Masonry only \* Sprinkler Contr. or Sheet Metal)

**Mechanical Work to be completed.** Give brief description e.g. Type, size, quantity, etc.

(Circle applicable)

Masonry Chimneys, Fireplace, Solid Fuel Burning Appliance, Gas Appliance, Oil Fired Appliance

Power vent, Fire Suppression system, Mechanical Refrigeration, Sheet Metal Work.

Provide detailed description of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sheet Metal License:**

J-1/M-1 unrestricted license J-2/M-2 restricted to dwellings 3 stories or less and commercial  
up to 10,000 sq. ft / 2 stories or less

**Sheet Metal Work to be completed:**

(check applicable item) None ☐ New Work ☐ Renovation ☐ Alteration ☐

HVAC ☐ Metal watershed roofing ☐ Kitchen exhaust system ☐ Metal chimney/vents ☐ Air balancing ☐

Applicant/Licensee Signature: \_\_\_\_\_

Type of License: \_\_\_\_\_ Applicant's License number: \_\_\_\_\_

I hereby authorize the applicant to apply for the required Mechanical Permit:  
(Owner's signature required only if contracted directly by owner.)

Owner's Signature: \_\_\_\_\_

**Insurance Coverage:**

(check one)

I have a current liability insurance policy or its equivalent which meets the requirements of  
M.G.L. Ch. 112      yes              no

If you have checked Yes, indicate the type of coverage by checking the appropriate box below:

A liability insurance policy              Other type of indemnity              Bond

**Owner's Insurance Waiver:** I am aware that the licensee does not have the insurance coverage  
required by Ch. 112 of the Massachusetts General Laws, and that my signature on this permit  
application waives this requirement.

(check one)

Owner              Owner's Agent

Signature of Owner or Owner's Agent

**Duct inspection required prior to insulating:**    Yes \_\_\_\_    No \_\_\_\_

Inspections:

Date	Type of Inspection	Pass	Fail	Notations
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_____	_____			_____
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_____	_____			_____
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_____	_____			_____
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Inspector signature of permit approval

Date approved



**The Commonwealth of Massachusetts**  
**Department of Industrial Accidents**  
**Office of Investigations**  
**1 Congress Street, Suite 100**  
**Boston, MA 02114-2017**  
**www.mass.gov/dia**

**Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers**  
**Applicant Information** **Please Print Legibly**

Name (Business/Organization/Individual): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

- |   |   |
|---|---|
| <p>1. <input type="checkbox"/> I am a employer with _____ employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|---|---|

**Type of project (required):**

6. ☐ New construction
7. ☐ Remodeling
8. ☐ Demolition
9. ☐ Building addition
10. ☐ Electrical repairs or additions
11. ☐ Plumbing repairs or additions
12. ☐ Roof repairs
13. ☐ Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

***I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.***

Insurance Company Name: \_\_\_\_\_

Policy # or Self-ins. Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

***I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

***Official use only. Do not write in this area, to be completed by city or town official.***

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector  
 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an **employee** is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An **employer** is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that **"every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."** Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

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## Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply sub-contractor(s) name(s), address(es) and phone number(s) along with their certificate(s) of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

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## City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary) and under "Job Site Address" the applicant should write "all locations in \_\_\_\_\_ (city or town)." A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

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The Department's address, telephone and fax number:

**The Commonwealth of Massachusetts  
Department of Industrial Accidents  
Office of Investigations  
1 Congress Street, Suite 100  
Boston, MA 02114-2017**

**Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE  
Fax # 617-727-7749  
[www.mass.gov/dia](http://www.mass.gov/dia)**